



**WASTEWATER/DRINKING WATER PROGRAM (WDW)  
STORMWATER IMPROVEMENTS PROGRAM (SIP)  
PUBLIC FACILITIES PROGRAM (PFP)  
BLIGHT CLEARANCE PROGRAM (BCP)**

**2016 ROUND 1**

**INSTRUCTIONS,  
SAMPLE DOCUMENTS,  
GRANT EVALUATION CRITERIA,  
PROJECT DEVELOPMENT ISSUES,  
COMMUNITY PERFORMANCE INDICATORS**

Indiana Office of Community and Rural Affairs  
Community Development Block Grant Program  
One North Capitol, Suite 600  
Indianapolis, Indiana 46204

**March 2016**



# TABLE OF CONTENTS

	<u>PAGE NUMBER</u>
<b>I. APPLICATION INSTRUCTIONS</b>	<b>3-11</b>
Overview of the CDBG Program	3
Minimum Program Requirements	3-4
Eligible Activities (By Program)	4-5
Ineligible Projects	5
Combination Eligible/Ineligible Projects	5
Meeting a Goal of the Federal Act	6-7
Amount of Grant Request (By Program)	8-9
Consultants & Grant Administration	9
Public Hearings	10
Application Process (LOI & Application)	11
<b>II. HOW TO COMPLETE THE FORMS</b>	<b>12-14</b>
Project Narrative/Description	12
Project Completion Timetable	12
Project Budget	12
National Objective Identification	13
Beneficiaries Form	13
Citizen Participation Report	13
Readiness To Proceed Certification	13
Displacement Assessment and Displacement Plan	14
Assurances and Certifications	14
Civil Rights Certification	14
Disclosure Report	14
Grant Agreement Execution	14
<b>III. SAMPLE DOCUMENTS</b>	<b>15-24</b>
Project Completion Timetable	15
Project Budget	16
Detailed Project Budget	17
Public Hearing Notice	18
Gap Calculation Worksheet	19
Resolution Authorizing Application Submission And Local Match Commitment	20
Local Displacement Plan	21
Cooperation Agreement	22
Site Redevelopment Plan (BCP only)	24
<b>IV. GRANT EVALUATION CRITERIA</b>	<b>25 – 29</b>
Wastewater Drinking Water (WDW)	25
Stormwater Improvements Program (SIP)	26-27
Public Facilities Program (PFP)	28-29
Blight Clearance Program (BCP)	30
<b>V. PROJECT DEVELOPMENT ISSUES</b>	<b>31-33</b>
<b>VI. COMMUNITY PERFORMANCE INDICATORS (PDIs)</b>	<b>34</b>

# OVERVIEW OF THE CDBG PROGRAM

The goal of the Community Development Block Grant (CDBG) Program through the Office of Community and Rural Affairs (OCRA) is to encourage communities with eligible populations to focus on long-term community development. To be competitive, projects must demonstrate the following:

- The particular project addresses the long-term planning and development efforts of the community;
- The funds granted will have a significant impact on the overall project;
- The community has demonstrated a strong commitment to the project; and
- Upon award, the project is ready to proceed and will be completed within 18 months.

## MINIMUM REQUIREMENTS

To be eligible for CDBG assistance, projects must meet the following minimum requirements:

- The lead applicant must be a non-entitlement city, county or incorporated town that possesses the legal capacity to carry out the proposed program.
- The lead applicant may contract with a 501c3 not-for-profit organization to carry out the activities of an eligible project, provided that the organization can document its not-for-profit status with the U.S. Internal Revenue Service, the Indiana Department of Revenue, and the Indiana Secretary of State.
- The proposed project must meet a national objective and be an eligible activity under the federal Community Development Block Grant (CDBG) Act. In general, the project must either:
  - benefit an area or clientele whose population is at least 51% low- and moderate-income
  - aid in prevention or elimination of slums or blight
- If the applicant has previously received any CDBG funds through the Office of Community and Rural Affairs or the Indiana Housing and Community Development Authority (IHCDA) the applicant must **NOT** have:
  - any unresolved monitoring/audit findings;
  - any overdue grant reports or close-out documents;
  - for cities and towns: two (2) open CDBG Grants at the time of application;
  - for counties: three (3) open CDBG Grants at the time of application;
  - an open CDBG Grant that has not received Release of Funds;
    - If a community has an open CDBG Grant, the community must have an executed construction contract and be under construction, or a consultant under contract for planning grants before the community may apply for an additional CDBG Grant.
- Any CDBG Program Income accumulated from a previous CDBG grant must be committed for use that has been approved by the Indiana Office of Community and Rural Affairs before another CDBG grant will be approved. Any available Program Income may be used as part of the local match for a CDBG project. Please contact the State CDBG Program Manager for additional information regarding Program Income.
- Local match must be provided by the applicant or a third-party based on the following minimum requirements:
  - 20% Wastewater Drinking Water (WDW)
  - 10% Stormwater Improvements Program (SIP)
  - 10% Public Facilities Program (PFP)
  - 10% Blight Clearance Program (BCP)

Pre-approved in-kind contributions will be allowed and applicants should utilize the in-kind match form included in the proposal document for submission and approval of OCRA. Other state, federal or local grants can count toward the local match requirement.

- All requests to use in-kind match must be approved in advance, in writing, by the Indiana Office of Community and Rural Affairs' State CDBG Program Manager. **Written requests and documentation must be submitted to the State CDBG Program Manager prior to the application deadline (this deadline will be announced each round).** Eligible sources of in-kind match include but are not limited to:
  - The appraised fair market value of donated land. Land donations by applicants, developers, organizations or individuals with financial or ownership interest in the project are ineligible as in-kind match;
  - Volunteer labor calculated at \$10.00 per hour regardless of the type of work being done; Donated goods and materials and use of equipment valued at cost.

Written requests must include:

- OCRA In-kind Match Form
- A letter from the chief elected town or city official requesting to use In-Kind match and identifying amount requested;
- Supporting documentation, including a commitment letter from the donor regarding what is being donated and the value; and
- In the case of land donation, a copy of the fee appraisal (a review appraisal is not required) and all supporting URA documentation.

Please contact the OCRA for more information regarding the in-kind match policy.

- For those applicants who have open Planning Grants pertaining to the project, the community must have a final plan approved prior to submission of a CDBG application for the project. **The plan must be submitted at least 120 days prior to the application due date.** All issues must be resolved prior to submission of the application.
- The cost per beneficiary ratio for the proposed project may not exceed \$5,000 per beneficiary.

## ELIGIBLE ACTIVITIES

OCRA utilizes CDBG funding for a variety of programs. Each has unique goals, eligible activities, scoring criteria and Project Development Issues (PDIs) that are outlined in this document.

The following four (4) programs are eligible for funding this round:

1. Wastewater Drinking Water (WDW)
2. Stormwater Improvements Program (SIP)
3. Public Facilities Program (PFP)
4. Blight Clearance Program (BCP)

For all programs, the following general activities are eligible for CDBG funding. It is not meant to include or exclude any particular project.

### Property Acquisition

- Surveying and appraisal costs
- Legal costs related to acquisition

### Administration

- Reasonable and eligible costs associated with the administration of the proposed project (Maximum of 8% of grant if paid with CDBG)

### Environmental Review

- Costs associated with obtaining necessary review of the proposed project. (Maximum of \$3,000)

General types of activities that are eligible for **WDW funding**:

- Wastewater Improvements (collection lines, treatment plant, etc)
- Drinking Water System Improvements (water tower, distribution, treatment plant, etc)

General types of activities that are eligible for **SIP funding**:

- Stormwater improvements (retention, lines, etc.)
- Demolition and/or clearance

General types of activities that are eligible for **PFP funding**:

- ADA Accessibility
- Community Centers
- Daycare Centers
- Facilities for Special Needs Groups
- Fire/EMS Stations
- Healthcare Centers
- Historic Preservation
- Learning Centers
- Libraries
- Parks and Recreation
- Senior Centers
- Youth Centers

General types of activities that are eligible for **BCP funding**:

- Demolition and/or clearance
- Environmental clean-up

## INELIGIBLE PROJECTS

**This list is not meant to be all-inclusive**; please consult your Community Liaison for questions regarding specific projects. The following is a list of **some** of the projects that are not eligible for CDBG funding:

- The acquisition, construction or rehabilitation of buildings for the general conduct of government;
- Real property acquisition for ineligible activities;
- General equipment purchase;
- Operation and maintenance expenses associated with public facilities or services;
- General government expenses;
- Political activities of any nature; or
- The direct construction of new housing.

## PROJECTS COMBINING ELIGIBLE AND INELIGIBLE ACTIVITIES

Depending on a community's needs, it may be appropriate for a project to combine CDBG eligible and ineligible activities. Such a project may still be eligible for CDBG funds, provided that the budget clearly delineates the costs of the eligible and ineligible activities; that CDBG funds will not pay for any ineligible activities; and that local funds comprise at least the minimum required match of the cost of the eligible portion of the project. Please consult your Community Liaison or State CDBG Program Manager for further guidance.

# MEETING A NATIONAL OBJECTIVE OF THE FEDERAL ACT

Title I of the Housing and Community Development Act of 1974, as amended, identifies the national objectives of the CDBG program.

- WDW projects must meet the national objective of Benefit to Low-and-Moderate Income on an Area Wide Basis.
- SIP projects must meet the national objective of Benefit to Low-and-Moderate Income on an Area Wide Basis.
- PFP projects must meet the national objective of Benefit to Low-and-Moderate Income Persons on an Area Basis, or Limited Clientele Basis.
- BCP projects must meet the national objective of Spot Slum and Blight.

The community will need to demonstrate that it meets the required objective by providing all required documentation and answering all relevant questions:

## **Benefit to Low- and Moderate-Income Persons – Area Basis**

To show that a project benefits an area of low and moderate income people, the following questions must be clearly answered in the application on the National Objective Identification page:

1. What are the boundaries of the service area?
2. How do the boundaries correspond to the project's intended beneficiaries?
3. Using HUD Census data or a certified income survey, what percentage of persons in the service area is of low- to moderate-income?
4. How were the income characteristics of the target population determined?
5. Is the proposed facility available to all service area residents?

Income surveys are good for four (4) years from the date of the certification letter. **The four-year period during which the income survey may be used is calculated from the date of the first certification letter.** The project area must be certified as a single area; two separate previously certified income surveys comprising the total project area will not be accepted.

The following documentation **MUST** be provided in the application:

1. Detailed map(s) showing location and boundaries of service area, including street names.
2. Certification of income survey results by an approved professional. The methodology of the income survey, the low-to-moderate income worksheet and the sample survey instrument must also be included.
3. For projects utilizing a re-certified income survey, documentation must be provided that demonstrates no substantial economic changes have occurred in the project area. Surveys must be recertified using the current standards.

## **Benefit to Low- and Moderate-Income Persons – Limited Clientele Basis**

There are eight groups of people that are presumed by federal regulations to be of low and moderate income. Those groups are as follows:

- Senior citizens (people who are 62 years of age or older);
- Migrant farm workers;
- Abused children;
- Battered spouses;
- Severely handicapped adults;
- Homeless persons;
- Illiterate adults;
- Persons with AIDS.

For limited clientele projects serving other persons, benefit to low to moderate income persons must be documented.

For a limited clientele project, the following questions will need to be clearly answered in the application on the National Objective Identification page:

1. Who will use the proposed facility? Are the beneficiaries in a group that is presumed to be low- and moderate-income, or will beneficiaries be qualified based on income?
2. Will any other groups or the general public also use the facility? If so, to what extent?
3. If the facility is to be used on an income-eligible basis, how will income and family size information of users be documented? If less than 100% of users are to be of low- to moderate-income, how was the percentage of low- to moderate-income users determined or estimated?

The following documentation will also have to be provided for a limited clientele application:

1. For mixed-use facilities: floor plan showing areas devoted to limited clientele activities.
2. If appropriate, income sliding scale and/or information concerning specific federal and state subsidized programs for the identified limited clientele group.

### **Prevention or Elimination of Slums or Blight – Area Basis**

The following questions must be answered in the application on the National Objective Identification page:

1. What are the boundaries of the area?
2. What are the conditions that cause the area to be considered blighted?
3. What percentage of buildings in the area are deteriorated? How are they deteriorated?
4. What public facilities in the area are deteriorated? Describe this deterioration.
5. How will the proposed project remedy one or more of the blighted conditions described above?

The following documentation must be attached to a slum and blight, area basis application:

1. Municipal resolution passed by governing body that describes boundaries of the specific blighted conditions within the area, and officially designates an area as blighted or an area in need of redevelopment in accordance with IN 36-7-1-3 and IN 36-7-14.
2. Map of area showing location of project activities. Map must provide street level detail.

### **Prevention or Elimination of Slums or Blight – Spot Basis**

The following issues must be addressed on the National Objective Identification page:

1. Show the specific blighted or deteriorating structure that will be affected by the proposed project.
2. Provide a detailed description of conditions to be remedied by the proposed project, accompanied by a detailed statement of activities to address those conditions.

The following documentation must be attached to a slum and blight, spot basis application:

1. Municipal resolution passed by governing body that describes the blighted or deteriorating structure, including a legal description, and officially designates the structure as blighted under a spot basis.

Spot basis slum/blight projects are limited to five project activities: acquisition, relocation, clearance, historic preservation and limited rehabilitation to correct specific conditions detrimental to public health and safety. **Please note a spot basis blight project must not be located within a designated blight area.**

# AMOUNT OF GRANT REQUEST

## WASTEWATER/DRINKING WATER (WDW) PROGRAM:

The Indiana Office of Community and Rural Affairs (OCRA) has established a maximum grant award according to the following matrix.

Grant amounts for communities with existing systems will be based on the current rates at the time of application and grant amounts for communities constructing new systems will be based on a verified rate study included in a PER.

Maximum grant amounts are based upon user rate information, as follows:

### Wastewater

#### Projects Under \$1 million in total project costs

	Rates for 4,000 gallons		
Maximum Grant Amounts	User Rates (Over \$50)	User Rates (\$30 to \$50)	User Rates (Under \$30)
Tier III – LMI% 62.0 and higher	\$600,000	\$550,000	\$500,000
Tier II – LMI% 57.0 to 61.9	\$550,000	\$500,000	\$450,000
Tier I – LMI% 51.0 to 56.9	\$500,000	\$450,000	\$400,000

### Wastewater

#### Projects Over \$1 million in total project costs

	Rates for 4,000 gallons		
Maximum Grant Amounts	User Rates (Over \$45)	User Rates (\$25 to \$45)	User Rates (Under \$25)
Tier III – LMI% 62.0 and higher	\$700,000	\$650,000	\$600,000
Tier II – LMI% 57.0 to 61.9	\$650,000	\$600,000	\$550,000
Tier I – LMI% 51.0 to 56.9	\$600,000	\$550,000	\$500,000

### Drinking Water

#### Projects Under \$1 million in total project costs

	Rates for 4,000 gallons		
Maximum Grant Amounts	User Rates (Over \$45)	User Rates (\$25 to \$45)	User Rates (Under \$25)
Tier III – LMI% 62.0 and higher	\$600,000	\$550,000	\$500,000
Tier II – LMI% 57.0 to 61.9	\$550,000	\$500,000	\$450,000
Tier I – LMI% 51.0 to 56.9	\$500,000	\$450,000	\$400,000

### Drinking Water

#### Projects Over \$1 million in total project costs

	Rates for 4,000 gallons		
Maximum Grant Amounts	User Rates (Over \$45)	User Rates (\$25 to \$45)	User Rates (Under \$25)
Tier III – LMI% 62.0 and higher	\$700,000	\$650,000	\$600,000
Tier II – LMI% 57.0 to 61.9	\$650,000	\$600,000	\$550,000
Tier I – LMI% 51.0 to 56.9	\$600,000	\$550,000	\$500,000

## STORMWATER IMPROVEMENTS PROGRAM:

The Indiana Office of Community and Rural Affairs (OCRA) has established a maximum grant award of up to \$500,000 for the Stormwater Improvements Program (SIP). If OCRA determines that a lesser amount is appropriate, it may be necessary to revise the project before it is submitted in final form.

The amount of CDBG funds granted will be based on a \$5,000 cost per project beneficiary.



## **PUBLIC FACILITIES PROGRAM:**

The Indiana Office of Community and Rural Affairs (OCRA) has established a maximum grant award of \$400,000 for all Public Facility projects. The maximum award is not intended to serve as a target figure for requests for grant assistance. OCRA will review the level of grant assistance requested and will consider the appropriateness of the project's scope, the level of demonstrated need and the financial resources of the applicant. If OCRA determines that a lesser amount is appropriate, it may be necessary to revise the project before it is submitted in final form.

The amount of CDBG funds granted will be based on a \$5,000 cost per project beneficiary.

## **BLIGHT CLEARANCE PROGRAM:**

Indiana's Comprehensive Site Redevelopment Program (CSRP) is a collaborative effort between the Office of Community and Rural Affairs (OCRA) and the Indiana Finance Authority's (IFA) Brownfield Program. The CSRP funding strategy will leverage funding from the partnering agencies to address comprehensive Brownfield remediation and clearance projects.

The Indiana Office of Community and Rural Affairs (OCRA) has established a maximum grant award of up to \$350,000 for the competitive Blight Clearance Program (BCP) portion of the Comprehensive Site Redevelopment Program (CSRP). The maximum award is not intended to serve as a target figure for requests for grant assistance. OCRA will review the level of grant assistance requested and will consider the appropriateness of the project's scope, the level of demonstrated need and the financial resources of the applicant. If OCRA determines that a lesser amount is appropriate, it may be necessary to revise the project before it is submitted in final form.

The amount of CDBG funds granted will be based on a \$5,000 cost per project beneficiary.

# **CONSULTANTS & GRANT ADMINISTRATION**

The Community Development Block Grant (CDBG) program requires the Qualifications Based Selection (QBS) procurement method for architectural and engineering services, all other professional services must be procured using the Request for Proposal (RFP) method.

All grant administrators involved in CDBG projects must be fully Accredited CDBG Grant Administrators. This certification must be current at the time of application. A list of such grant administrators can be provided upon request by going to <http://www.in.gov/ocra/2617.htm>. Additional information on the CDBG Grant Administrator Certification Policy can be found on the OCRA website at: <http://www.in.gov/ocra/2536.htm>.

**NOTE:** Private firms or non-governmental entities that perform project development and administration activities for CDBG-assisted projects (project development, environmental review, grant application preparation, procurement assistance, grant administration) will NOT be allowed to perform architectural, engineering, planning, or other related services/activities for grantees or their non-profit sub-recipients on those projects.

## PUBLIC HEARINGS

Two public hearings must be held at different stages of project development. One public hearing must be held prior to submission of the proposal and the second must be held prior to the submission of the full application.

**Note: new public hearings must be held for each application submission, regardless of prior application.**

**Applicants should be aware of local newspaper deadlines for submitting advertisements. Some smaller newspapers are published weekly, and will require that the advertisement is placed well in advance of the public hearing.**

Other methods of advertising the public hearing are also encouraged. All public hearings must be accessible to handicapped persons. Public hearings should also be made convenient to the low- and moderate-income residents who will benefit from the project.

Copies of the public hearing notice and the publisher's affidavit documenting the publication must be attached to the LOI. The public hearing notice and the **original publisher's affidavit** documenting publication dates for both public hearings must be attached to the application. The affidavits are the **only** application document accepted after the application due date. **The affidavits must be received within 14 days of the application due date. OCRA will not be responsible for reminding applicants to submit the documents.**

Minutes of the public hearing, including a dated sign-in sheet of people who attended the hearing, **must** be included with the proposal and with the application. **Minutes must be signed and dated by the party that recorded them.** *If a third party, such as a grant administrator, takes the minutes of the meeting, the applicant **must** include a document stating that the third party is acting as its representative.* It is recommended that an audio tape of the public hearing be recorded and kept until the grant is closed out. OCRA may request transcripts of the public hearings.

All questions regarding Limited English Proficiency must be answered on the Citizen Participation page. Please attach the 4 Factor Analysis and Language Access Plan as required.

For more information, please refer to the CDBG Handbook.

# APPLICATION PROCESS

There are two steps to the application process: the Letter of Intent (LOI) stage and the Application stage. The LOI stage allows OCRA to conduct a site visit with the community and also ensures that the project is likely to meet a national objective before it is submitted.

Applicants should be aware that preparation of a full application is a complex procedure requiring a substantial investment of time and resources. Generally, many more applications are received in a grant cycle than can be funded. Applicants are strongly urged to take advantage of the assistance of their community liaison so the most competitive application may be submitted. A map of community liaison districts is located at: [www.ocra.in.gov](http://www.ocra.in.gov).

## LETTER OF INTENT (LOI):

Letter of Intent should be packaged as one PDF document and submitted electronically to [info@ocra.IN.gov](mailto:info@ocra.IN.gov), OR by mail on disc/thumb drive to OCRA, CDBG Program Manager, One North Capitol, Suite 600, Indianapolis, IN 46204.

LOI must be received in the CDBG office by 4:00pm Eastern Time Zone on the LOI due date.

## APPLICATION:

One (1) electronic copy of the Application should be submitted via disc/thumb drive to OCRA, CDBG Program Manager, One North Capitol, Suite 600, Indianapolis, IN 46204.

In addition, three (3) printed copies of the Application must be received in the CDBG office by 4:00pm Eastern Time Zone on the application due date. The original application must bear the signature of the chief elected official of the lead applicant and must be single-sided. Each copy of the application must be complete, including all forms and attachments.

Faxed or emailed applications will not be accepted.

Eligible submittals must be received by OCRA on or before 4:00pm Eastern Time Zone. Late submissions will not be accepted.

Be sure to reference the location of each piece of supporting documentation in the appendices, and do not include attachments that are not discussed and referenced in the narrative unless federal or state policy requires those attachments.

Please answer the questions in each section completely. Also, refer to the documents titled "Project Development Issues (PDIs)" for guidance on what OCRA is looking for when reviewing applications for different project types. Addressing the issues identified for a specific project type will improve the competitiveness of the application.

Application narratives MUST use a minimum of one-half (1/2) inch margins and font size MUST be either Arial 10 or Times New Roman 11.

**NOTE: Proposals and applications must NOT be submitted in binders or bound in any way other than a binder clip or rubber bands.**

## Applications should be sent or delivered to:

Indiana Office of Community and Rural Affairs  
State CDBG Program Manager  
One North Capitol, Suite 600  
Indianapolis, IN 46204  
1-800-824-2476

# HOW TO COMPLETE THE APPLICATION & FORMS:

## PROJECT NARRATIVE

There are three primary narrative sections of the application. Questions are based upon Project Development Issues (PDIs) referenced in this document:

- Project Description
- Project Need
- Financial Impact

**Narratives MUST not exceed noted character length, and font size MUST be either Arial 10 or Times New Roman 11.**

**Documentation that supports the narrative may be provided in the appendices; please be sure to reference the location of each piece of documentation, and do not include attachments that are not discussed and referenced in the narrative unless federal or state policy requires those attachments.**

Please answer the questions in each section completely. Also, refer to the documents in this application package titled “Project Development Issues” for guidance on what OCRA is looking for when reviewing applications for different project types. Addressing the issues identified for a specific project type will improve the competitiveness of the application.

When filling out the rate information on the INFRASTRUCTURE page, provide a realistic picture of what the rates actually will be *with* the proposed CDBG funds and *without* CDBG funds. Communities are encouraged to utilize professional rate consultants to help them determine a rate structure that will allow them to fund and maintain their systems into the future. Use the gap calculation worksheet (see sample documents) to determine how much further the rates would need to be increased if the applicant would have to finance the grant amount. This is the “gap”. It is important to use our standard assumptions and our worksheet when calculating the gap.

## PROJECT COMPLETION TIMETABLE

In chronological order, what are the critical accomplishments that must occur for the project to be completed? When will property be acquired? When will design work be finished? When will necessary permits be obtained? When will any required project financing be finalized? When will construction be started? Completed? (See sample timetable in the Sample Documents section of these instructions.)

## PROJECT BUDGET

**The Project Budget must be completed, with a more detailed, itemized project budget immediately following.** It is unacceptable to have a budget item of “construction” in the detailed budget.

Where the sources of local match are requested, it is unacceptable to identify funding as “local” or “private”. Specific funding sources must be identified such as “General Fund,” “Revenue Bond Issue,” “XYZ Foundation Grant,” etc.

The itemized project budget **MUST** provide as much specific information on project expenditures, from all funding sources, as is available. A sample Itemized Project Budget page is included in Sample Documents. The level of detail shown in the sample is representative of what is expected. It is not permissible to identify an activity as being funded by “CDBG and Local.” Specific dollar amounts for each line item must be attributed to each specific funding source.

## NATIONAL OBJECTIVES IDENTIFICATION

The National Objectives Identification Form is included to ensure that the project meets an objective of the federal CDBG program. On this page, all applicants **must check one** of the national objectives, indicate the low- and moderate-income percentage of the area to be served by the project, and provide information regarding how the project meets the selected national objective.

Information and documentation regarding how this project meets the national objective are listed under “Meeting a Goal of the Federal Act.” The applicant must also list the census tract number(s) and block groups for the project area. This information may be found at either of the following websites: [www.census.gov](http://www.census.gov) or [www.stats.indiana.edu](http://www.stats.indiana.edu) . **Do not drop the preceding zeros in the number(s) (i.e., 000021).**

## BENEFICIARIES FORM

The Beneficiaries Form is included to provide information on the demographic make-up of the people who will benefit from the project. This information is used by the Indiana Office of Community and Rural Affairs for reporting purposes.

This information is available from published U.S. Census reports available at many libraries or on the web at <http://www.stats.indiana.edu/topic/cdbg.asp>. In those instances where the target population does not correspond to the population of a county, city or town, much of the requested information will have to be extrapolated from these U.S. Census reports. This is done by applying the percentages for county populations to the target population to derive numbers under each category. The number and percentage of low- and moderate-income persons should be taken either from HUD low-to-moderate income level data (see link below) or from income survey results.  
<http://www.hud.gov/offices/cpd/systems/census/in/index.cfm>

The Beneficiaries Form reflects the categories and format that HUD now expects to be reported. A special web page is available at <http://www.stats.indiana.edu/topic/cdbg.asp> that can assist grant administrators in filling out this page. Please contact your Community Liaison or State CDBG Program Manager for further information.

Please be certain to provide information about persons, not families on the beneficiaries' page. Only in instances where different project activities have different beneficiaries (example: a project consisting of a water line extension and a new water tower for the entire system) does information need to be reported under more than one “activity description.” In such instances, the numbers reported under each column should correspond to the groups benefiting from the respective activities.

**In the event a community conducts an income survey, the number represented on the Beneficiaries Form must correspond to the results of the survey.**

## CITIZEN PARTICIPATION REPORT

The Citizen Participation Report requests a summary of the methods used to solicit public participation in the development of the proposed project. Specific information regarding what is required on this page is listed above in the “Public Hearings” section.

Other methods of soliciting public participation, such as letters to affected residents, fliers, public posting of notices, electronic and print media coverage, etc., are also recommended. These other methods should take into consideration the needs and circumstances of low- and moderate-income persons. Describe such methods used in paragraph #2 of the Citizen Participation Report. Any comments or complaints received, and the actions taken and responses made to such comments or complaints, must be recorded in paragraph #3.

## READINESS TO PROCEED CERTIFICATION

All applications for WDW funds must include a certification of readiness to proceed. The certification must be executed by the applicant's chief elected official, environmental review specialist, project architect, project engineer and legal counsel, where applicable. The Readiness to Proceed Certification is provided in the application documents. Readiness to Proceed Guidelines can be found on the OCRA website.

## DISPLACEMENT ASSESSMENT AND DISPLACEMENT PLAN

**All applicants are required to complete the Displacement Assessment Form and a Displacement Plan even if no displacement will occur as a result of the proposed project.** Where no displacement is anticipated, the Displacement Assessment Form (see Sample Documents) is completed by simply checking the “N/A – No displacement will occur” line at the top of the form. Where displacement is expected as a result of the project, items 1-4 must be completed. It is important to realize that the standards for benefits that must be provided to displaced persons are determined by federal legislation, are rigorous, and apply to all CDBG-assisted projects. These requirements may apply even if the displacement occurred prior to the application for CDBG assistance.

A Displacement Plan must be developed even if no displacement is expected. The sample Local Displacement Plan included in sample documents may be used as a guide but addresses only the minimum requirements established. **When displacement is anticipated to occur, the applicant should seek the advice and technical assistance of the State CDBG Program Manager and the URA specialist in the Lt. Governors Business Office.** More detailed provisions of displacement benefits that must be provided are available on request.

## ASSURANCES AND CERTIFICATIONS

The assurances and certifications must be signed and dated by the chief elected official of the lead applicant. For cities, the chief elected official is the mayor; for towns, it is the president of the town council; for counties, it is the president of the county commissioners. **By affixing his or her signature to the application, the chief elected official is committing the applicant to comply with these assurances if grant assistance is approved.**

At a minimum, the chief elected official and/or the corporate counsel should read the assurances and understand the provisions to which the applicant is agreeing. Questions concerning the provisions of any of the assurances and certifications may be directed to the State CDBG Program Manager.

## CIVIL RIGHTS CERTIFICATION

In addition to the Assurances and Certifications section, the Civil Rights Certification has been included to certify that the local unit of government shall follow all necessary federal civil rights requirements.

## FEDERAL DISCLOSURE REQUIREMENTS OF APPLICATIONS

Applicants who have received or expect to receive \$200,000 or more in federal funds in a federal fiscal year (October 1 to September 30) will be required to disclose certain information periodically. All applicants must include the Disclosure Report (see Contract Development Form 1) in their WDW application.

## GRANT AGREEMENT EXECUTION

After grant award the grantee will receive a letter, signed by the State CDBG Program Manager, officially granting the award. That letter provides very important information regarding Readiness-to-proceed and completion date requirements, cost incurrence and reimbursement issues, environmental, bid and release of funds deadlines.

**With the grant award letter, the grantee will receive one (1) copy of the grant agreement, which needs to be signed by the chief elected official and returned promptly to the state.** Upon the state’s receipt of this signed document, the signatures of various state officials will be obtained. (This process can take up to eight weeks.) **Once all parties have signed the documents, the grant agreement is fully executed and a copy will be e-mailed to the grantee.**

Dates for award announcement and grant agreements will be announced for each round.

(SAMPLE)

## PROJECT COMPLETION TIMETABLE

CITY/TOWN/COUNTY OF \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_

<b><u>TASK</u></b>	<b><u>DATE</u></b>
WDW Grant Award	June, 2011
Sign and Return Grant Agreement	July, 2011
Receive Environmental Release	August, 2011
Complete Project Design	August, 2011
Obtain Construction Permits	September, 2011
Receive Sealed Bids for Construction	December, 2011
Obtain Release of Funds	February, 2012
Award Construction Contract(s)	February, 2012
Hold Pre-construction Conference	February, 2012
Start of Construction	March, 2012
Complete Construction	November, 2012
Receive and Disburse Final Drawdown	December, 2012
Submit Close-Out Documents to OCRA	January, 2013

\*Environmental Release is due two (2) months after grant award;

\*Bid Deadline is six (6) months after grant award;

\*Release of Funds Deadline is eight (8) months after grant award.

\*ALL ACTIVITIES MUST BE COMPLETED WITHIN 18 MONTHS OF GRANT AWARD DATE.

(SAMPLE)

## PROJECT BUDGET

Please complete the table below. **Also, immediately following this page, attach detailed cost estimates for each line item.\*** (See Sample Itemized Project Budget following this page.)

### TOTAL SOURCE OF FUNDS

ACTIVITY	CDBG	LOCAL (with eligible In-kind)	INELIGIBLE	TOTAL
Construction Costs	\$447,000	\$427,100		\$874,100
Professional Fees	\$45,000	\$75,500		\$120,500
Labor Standards (\$5,000 max)	\$5,000			\$5,000
Land Acquisition (if any)				
Environmental Review (\$3,000 max)	\$3,000			\$3,000
Administration (Max 8% of CDBG)		\$24,100	\$14,460	\$38,560
<b>TOTAL</b>	<b>\$500,000</b>	<b>\$526,700</b>	<b>\$14,460</b>	<b>\$1,041,160</b>

\* Do **not** include any miscellaneous, contingency, general costs, etc. in budget.

List sources of local match and leveraged funds:

(Documentation of financial commitments from all sources is required)

Source	Amount
Water Utility Cash on Hand	\$150,000
Revenue Bond	\$391,160
<b>TOTAL LOCAL LEVERAGE</b>	<b>\$541,160</b>



(SAMPLE)

**DETAILED PROJECT BUDGET**

<b>ITEM</b>	<b>CDBG</b>	<b>LOCAL</b> (with eligible In-kind)	<b>INELIGIBLE</b>	<b>TOTAL</b>
1 Booster Pump Station	\$24,950	\$5,050		\$30,000
1 Elevated Storage Tank	\$57,500	\$57,500		\$115,000
24,700 L.F. 4" PVC Water Main	\$98,500	\$98,500		\$197,000
21,950 L.F. Granular Backfill	\$43,900	\$43,900		\$87,800
21,950 L.F. Compacted Aggregate Base	\$54,750	\$54,750		\$109,500
21,950 L.F. Pavement Replacement	\$109,900	\$109,900		\$219,800
1 Stream Crossing	\$20,000	\$20,000		\$40,000
50 Hydrants @ \$1,500	\$37,500	\$37,500		\$75,000
Davis Bacon/Labor	\$5,000			\$5,000
<b>Const. Sub-total</b>	<b>\$452,000</b>	<b>\$427,100</b>		<b>\$879,100</b>
Plans and Specifications	\$27,500	\$27,500		\$55,000
Inspection	\$17,500	\$17,500		\$35,000
Bond and Legal Counsel	----	\$20,000		\$20,000
Financial Advisor	----	\$7,500		\$7,500
Fees, Advertising and Printing	----	\$3,000		\$3,000
<b>Professional Fees Sub-total</b>	<b>\$45,000</b>	<b>\$75,500</b>		<b>\$120,500</b>
Grant Administration	----	\$24,100	\$14,460	\$38,560
Environmental Review	\$3,000			\$3,000
<b>Admin. Sub-total</b>	<b>\$3000</b>	<b>\$24,100</b>	<b>\$14,460</b>	<b>\$41,560</b>
<b>Total Project Cost</b>	<b>\$500,000</b>	<b>\$526,700</b>	<b>\$14,460</b>	<b>\$1,041,160</b>

\*Local match must consist of a minimum of 5% cash and/or debt.

**(SAMPLE)**  
**PUBLIC HEARING NOTICE**

On or about (date), (Applicant) intends to apply to the Indiana Office of Community and Rural Affairs for a grant from the State Community Development Block Grant (CDBG) Wastewater/Drinking Water Program. This program is funded by Title I of the federal Housing and Community Development Act of 1974, as amended. These funds are to be used for a community development project that will include the following activities: (summary of proposed project). The total amount of CDBG funds to be requested is \$\_\_\_\_\_. The amount of CDBG funds proposed to be used for activities that will benefit low- and moderate-income persons is \$(amount of CDBG funds requested x percentage of low- to moderate-income residents). The Applicant also proposes to expend an estimated \$\_\_\_\_\_ in non-CDBG funds on the project. These non-CDBG funds will be derived from the following sources: (source and amount).

(Applicant) will hold a public hearing on (date), at (time), in (place) to provide interested parties an opportunity to express their views on the proposed federally funded CDBG project. Persons with disabilities or non-English speaking persons who wish to attend the public hearing and need assistance should contact (name, address, and phone #) not later than (date). Every effort will be made to make reasonable accommodations for these persons.

Information related to this project will be available for review prior to the public hearing as of (date) at the office the (Applicant) located at (address) between the hours of (office hours). Interested citizens are invited to provide comments regarding these issues either at the public hearing or by prior written statement. Written comments should be submitted to (name and address) no later than (date) in order to ensure placement of such comments in the official record of the public hearing proceedings. A plan to minimize displacement and provide assistance to those displaced has been prepared by (Applicant) and is also available to the public. This project will result in (no displacement of any persons or businesses – or – displacement of the following persons and businesses [name and address]). For additional information concerning the proposed project, please contact (person – telephone – office hours and days) or write to (person – address).

**(SAMPLE)**  
**(WDW and SIP projects only)**  
**OCRA GAP CALCULATION WORKSHEET**

This worksheet will allow you to quickly calculate the monthly rate impact on your utility customers that would result from financing your project without CDBG grant assistance. This worksheet is not intended to substitute for a true rate analysis, but allows OCRA to evaluate the impact of grant funds on all communities in a consistent way.

**Costs without CDBG**

1. Grant Amount Requested \_\_\_\_\_
2. Debt Coverage Factor \_\_\_\_\_  
(assume 25%)
3. Total Funds Needed \_\_\_\_\_  
(multiply line 1 by 1.25)
4. Amortization Constant .00633  
(4.5% APR)
5. Monthly Payment \_\_\_\_\_  
(multiply line 3 by line 4)
6. O/M Cost Factor \_\_\_\_\_  
(multiply line 5 by .05)
7. Total Monthly Costs \_\_\_\_\_  
(add lines 5 and 6)
8. Number of Users \_\_\_\_\_
9. Monthly Rate Impact \_\_\_\_\_  
(divide line 7 by line 8)

The result on line 9 should give you the amount that your community would have to increase the monthly rate charged to each customer without WDW grant assistance, given the above assumptions. This is the “gap”, which is the amount by which grant funds will reduce or “buy down” your utility rates. This amount added to the actual rates anticipated with WDW funds will give you the rates needed “without WDW funds”.

**(SAMPLE)**  
**(BCP projects only)**

**SLUM AND BLIGHT AREA DECLARATORY RESOLUTION**

**(CITY/TOWN/COUNTY) OF \_\_\_\_\_**  
**RESOLUTION # \_\_\_\_\_**

WHEREAS, the (city/town) of \_\_\_\_\_ desires to eliminate blighted areas within the corporate limits of (city/town), Indiana, and specifically downtown (city/town), and

WHEREAS, identifying such areas is necessary for effective action to eliminate blighting conditions, and

WHEREAS, public improvements such as (insert specific things in need of improvement) have severely deteriorated, contributing to blighting conditions, and

WHEREAS, the downtown area has experienced a cessation of private investment since \_\_\_\_\_, and

WHEREAS, (    ) percent of first floor commercial space, (    ) percent of second floor commercial space, and (    ) percent of total commercial space in downtown (city/town) is currently vacant, and

WHEREAS, (    ) percent of downtown commercial buildings are deteriorated as evidenced by (insert specific information regarding the cause of deterioration),

WHEREAS, the project activities are designed to address slums or blight on an area basis as defined by 24 CFR 570.483(c)(1),

BE IT RESOLVED by the (city/town) of \_\_\_\_\_ that the following areas of downtown (city/town) hereby be designated as an area in need of redevelopment as defined by Indiana Code 36-7-14: (insert specific boundaries of the area).

**(SAMPLE)**  
**SLUM AND BLIGHT SPOT DECLARATORY RESOLUTION**

**(CITY/TOWN/COUNTY) OF \_\_\_\_\_**  
**RESOLUTION # \_\_\_\_\_**

WHEREAS, the (city/town) of \_\_\_\_\_ desires to eliminate blighted structures within the corporate limits of (city/town), Indiana, and

WHEREAS, the structure located at \_\_\_\_\_ has experienced a cessation of private investment since \_\_\_\_\_, and

WHEREAS, deterioration of the structure has taken place as evidenced by (insert specific description of deterioration),

WHEREAS, the project activities are designed to address slums or blight on an area basis as defined by 24 CFR 570.483(c)(2),

BE IT RESOLVED by the (city/town) of \_\_\_\_\_ that the following property of (city/town) hereby be designated as an area in need of redevelopment as defined by Indiana Code 36-7-14: (insert specific address of spot location).

(SAMPLE)

**RESOLUTION AUTHORIZING APPLICATION SUBMISSION AND LOCAL MATCH  
COMMITMENT**

RESOLUTION OF THE CITY/TOWN/COUNTY COUNCIL OF THE CITY/TOWN/COUNTY OF \_\_\_\_\_,  
INDIANA, AUTHORIZING THE SUBMITTAL OF THE WDW APPLICATION TO THE INDIANA OFFICE OF  
COMMUNITY AND RURAL AFFAIRS AND ADDRESSING RELATED MATTERS

WHEREAS, the Council of the City/Town/County of \_\_\_\_\_, Indiana recognizes the need to stimulate growth and to  
maintain a sound economy within its corporate limits; and  
(Pick one from below)

- a. *WHEREAS, the Housing and Community Development Act of 1974, as amended, authorizes the Indiana Office of  
Community and Rural Affairs to provide grants to local units of government to meet the housing and community  
development needs of low- and moderate-income persons; and*
- b. *WHEREAS, the Housing and Community Development Act of 1974, as amended, authorizes the Indiana Office of  
Community and Rural Affairs to provide grants to local units of government for the elimination and prevention of  
blight; and*

WHEREAS, the City/Town/County of \_\_\_\_\_, Indiana has conducted or will conduct public hearings prior to the  
submission of an application to the Indiana Office of Community and Rural Affairs, said public hearings to assess the  
housing, public facilities and economic needs of its low- and moderate-income residents;

NOW, THEREFORE, BE IT RESOLVED by the Council of \_\_\_\_\_, Indiana that:

1. The Mayor/Town Council Pres. /County Commission Pres. is authorized to prepare and submit an application for grant  
funding to address (summary of proposed project), and to execute and administer a resultant grant including requisite  
general administration and project management, contracts and agreements pursuant to regulations of the Indiana Office of  
Community and Rural Affairs and the United States Department of Housing and Urban Development.
2. The City/Town/County of \_\_\_\_\_, Indiana hereby commits the requisite local funds in the amount of  
\_\_\_\_\_ (\$\_\_\_\_\_), in the form of (source of local match), as matching funds for said  
program, such commitment to be contingent upon receipt of WDW funding from the Indiana Office of Community and  
Rural Affairs.

Adopted by the City/Town/County Council of the City/Town/County of \_\_\_\_\_, Indiana this \_\_\_\_\_ day  
of (month), (year), at (time).

SIGNATURE: \_\_\_\_\_  
Chief Elected Official, Title  
(Mayor, Board President)

ATTEST: \_\_\_\_\_  
Chief Financial Officer, Title  
(Controller, Clerk-Treasurer, Auditor)

**(SAMPLE)**

**LOCAL DISPLACEMENT PLAN**

1. (Applicant) will consider for submission to the Indiana Office of Community and Rural Affairs, under its various Community Development Block Grant funded programs, only projects and activities that will result in the displacement of as few persons or businesses as necessary to meet State and local development goals and objectives.
2. (Applicant) will certify to the State, as part of its application process, that it is seeking funds for a project or activity that will minimize displacement.
3. (Applicant) will provide referral and reasonable moving assistance, both in terms of staff time and dollars, to all persons involuntarily and permanently displaced by any project or activity funded with Community Development Block Grant funds.
4. All persons and businesses directly displaced by (applicant) as the result of a project or activity funded with Community Development Block Grant funds will receive all assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, including provisions of the Uniform Relocation Act Amendments of 1987, Title IV of the Surface Transportation and Uniform Relocation Assistance Act of 1987.
5. (Applicant) will provide reasonable benefits and relocation assistance to all persons and businesses involuntarily and permanently displaced by the Community Development Block Grant activity funded by the State in accordance with appendices attached hereto, provided they do not receive benefits as part of such action under number 4 above.

(SAMPLE)

## COOPERATION AGREEMENT

The City/Town of \_\_\_\_\_, Indiana, seeks to support the efforts of the City/Town of \_\_\_\_\_ to obtain a Community Development Block Grant from the Indiana Office of Community and Rural Affairs for (proposed project) located in both the aforementioned Cities/Towns. As the chief executive officers of our respective local governments, we are signing this agreement to provide our full cooperation to accomplish these improvements. The City/Town of \_\_\_\_\_ is hereby designated as the lead agency for this application and program and will be the applicant for funds. The City/Town of \_\_\_\_\_ will be liable for all the program's administrative functions should the grant be awarded.

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Elected Official

City/Town of \_\_\_\_\_

City/Town of \_\_\_\_\_

\_\_\_\_\_  
Attest/ Date  
SEAL:

\_\_\_\_\_  
Attest/ Date  
SEAL:

Note: This general form (or a suitable variation) is to be used by local government applicants whose proposed project area involves more than one jurisdiction. It is a required part of any "on behalf of" or "joint" application with appropriate modifications as may be required to fit local situations.

**(SAMPLE)**  
**SITE REDEVELOPMENT PLAN**  
**(applicable to BCP application only)**

**Please limit to 2 printed pages.**

**1: INTRODUCTION/SUMMARY**

**OVERVIEW OF THE PROJECT AREA:** (discuss the property and immediately surrounding/attached properties)

**BACKGROUND:** (History of the project and property)

**PARTICIPANTS:** (list and include roles and responsibilities)

**2: VISION AND GOALS**

- Amenities
- Economic viability
- Land use
- Sustainability

These are just examples. What are your vision and goals for the space?

**3: CONTEXT AND EXISTING CONDITIONS**

- Site description
- current zoning
- floodplain
- surrounding neighborhood

These are just examples. Describe existing conditions.

**4: DEVELOPMENT POTENTIAL**

- Office
- retail
- residential
- manufacturing

These are just examples. What various development options do you have?

**6: NEXT STEPS**



**WASTEWATER DRINKING WATER (WDW)  
GRANT EVALUATION CRITERIA - 600 POINTS TOTAL**

Wastewater/Drinking Water applications (WDW) must achieve a min. score of 300 points (50%) to be eligible for award.

**COMMUNITY DISTRESS FACTORS (175 POINTS):**

Various factors are used to determine the distress of a community. IOCRA has partnered with Stats Indiana, an Indiana University entity to analyze and calculate the distress of Indiana's small cities, towns, counties and townships. Factors used to calculate the Community Distress points used for CDBG scoring include: Percentage of Households with Income under Poverty Level, Median Household Income, Percent of Housing Units that are Vacant, Median Home Value, Unemployment Rate, Labor Force Participation

Local government scores, which are updated and published annually, can be found at: [www.stats.indiana.edu](http://www.stats.indiana.edu).

**LOCAL MATCH CONTRIBUTION (100 POINTS):**

A maximum of 100 points based on the percentage of local funds devoted to the project. This total is determined as follows:

$$\text{Total Match Points} = \% \text{ Eligible Local Match} \times 1$$

The points total is capped at 100 points or 100% match, i.e., a project with 100% match or greater will receive 100 points.

Eligible local match can be local cash, debt or in-kind sources. Federal, state, and local government grants are considered eligible match. In-kind sources may provide eligible local match for the project. Use of in-kind donations as eligible match requires approval from the State CDBG Program Manager approximately 3 weeks prior to application submission (deadline will be announced each round). Grantees should use the standard In-kind Match Form..

**PROJECT DESIGN FACTORS (300 POINTS):**

300 points maximum awarded according to the evaluation in three areas:

**Project Description** – is the project clearly defined as to determine eligibility? – 50 points

**Project Need** - is the community need for this project clearly documented? – 125 points

**Financial Impact** - why is grant assistance necessary to complete this project? – 125 points

The points in these categories are awarded by the OCRA review team when evaluating the projects. **Applicants should address all Project Development Issues associated with their project type.** Applicants should work with their OCRA community liaison to identify ways to increase their project's scores in these areas.

**FINANCIAL GAP (25 POINTS):**

**A maximum of 25 points awarded per \$1.00 of financial gap.**

The result of the OCRA Gap Calculation Worksheet should give you the amount that your community would have to increase the monthly rate charged to each customer without grant assistance, given the above assumptions. This is the "gap," which is the amount by which grant funds will reduce or "buy down" your utility rates. This amount added to the actual rates anticipated with OCRA grant funds will give you the rates needed "without OCRA grant funds".

**POINTS REDUCTION POLICY:**

It is the policy of OCRA not to fund more than one phase or component of a single project type in different funding rounds. If a community needs to phase a project in order to complete it, they should consider which phase would be most appropriate for CDBG assistance. Even if a community doesn't intentionally phase a project, OCRA will take into account previously awarded projects for the same project type. A community that has previously been awarded a grant for the same project type will likely not be competitive and will be subject to the following point reduction. This applies to all project types, although it is particularly relevant to utility projects. **0 – 7 years since previous funding – 50 pt. reduction**

**STORMWATER IMPROVEMENTS PROGRAM  
GRANT EVALUATION CRITERIA - 700 POINTS TOTAL**

Stormwater Improvements Program applications (SIP) must achieve a minimum score of 385 points to be eligible for award.

**NATIONAL OBJECTIVE SCORE (100 POINTS):**

Depending on the National Objective to be met by the project, the following mechanism will be used to calculate the score for this category.

1. National Objective = Benefit to Low- and Moderate-Income Persons: 100 points maximum awarded according to the percentage of low- and moderate-income individuals to be served by the project. The total points given are computed as follows:

$$\text{National Objective Score} = \% \text{ Low/Mod Beneficiaries}$$

The point total is capped at 100 points or 100% low/moderate beneficiaries, i.e., a project with 100% or greater low/moderate beneficiaries will receive 100 points. Below 100% benefit to low/moderate-income persons, the formula calculation will apply.

**COMMUNITY DISTRESS FACTORS (175 POINTS):**

Various factors are used to determine the distress of a community. IOCRA has partnered with Stats Indiana, an Indiana University entity to analyze and calculate the distress of Indiana's small cities, towns, counties and townships. Factors used to calculate the Community Distress points used for CDBG scoring include: Percentage of Households with Income under Poverty Level, Median Household Income, Percent of Housing Units that are Vacant, Median Home Value, Unemployment Rate, Labor Force Participation

Local government scores, which are updated and published annually, can be found at: [www.stats.indiana.edu](http://www.stats.indiana.edu).

**LOCAL MATCH CONTRIBUTION (75 POINTS):**

A maximum of 75 points based on the percentage of local funds devoted to the project. This total is determined as follows:

$$\text{Total Match Points} = \% \text{ Eligible Local Match} \times 1$$

The points total is capped at 75 points or 75% match, i.e., a project with 75% match or greater will receive 75 points. Below the 75% match, the formula calculation will apply.

Eligible local match can be local cash, debt or in-kind sources. Federal, state, and local government grants are considered eligible match. In-kind sources may provide eligible local match for the project. Use of in-kind donations as eligible match requires approval from the State CDBG Program Manager approximately 3 weeks prior to application submission (deadline will be announced each round). Grantees should use the provided In-kind Match Form.

**PROJECT DESIGN FACTORS (300 POINTS):**

300 points maximum awarded according to the evaluation in three areas:

**Project Description** – is the project clearly defined as to determine eligibility? – 50 points

**Project Need** - is the community need for this project clearly documented? – 125 points

**Financial Impact** - why is grant assistance necessary to complete this project? – 125 points

The points in these categories are awarded by the OCRA review team when evaluating the projects. Applicants should work with their OCRA community liaison to identify ways to increase their project's scores in these areas.

### **PROJECT SUSTAINABILITY (50 POINTS):**

A maximum of 50 points for the establishment of, or documentation of existing sustainability plan for the ongoing operation and maintenance activities of the stormwater system.

0 points –	under \$3 monthly stormwater utility user rate
25 points –	\$3-\$5 monthly stormwater utility user rate
50 points –	\$5 or higher monthly stormwater utility user rate

### **POINTS REDUCTION POLICY:**

It is the policy of OCRA not to fund more than one phase or component of a single project type in different funding rounds. If a community needs to phase a project in order to complete it, they should consider which phase would be most appropriate for CDBG assistance. Even if a community doesn't intentionally phase a project, OCRA will take into account previously awarded projects for the same project type. A community that has previously been awarded a grant for the same project type will likely not be competitive and will be subject to the following point reduction. This applies to all project types, although it is particularly relevant to utility projects.     **0 – 7 years since previous funding – 50 pt. reduction**

**PUBLIC FACILITIES PROGRAM (PFP)  
GRANT EVALUATION CRITERIA - 700 POINTS TOTAL**

Public Facilities Program applications (PFP) must achieve a minimum score of 385 points (55%) to be eligible for award.

**NATIONAL OBJECTIVE SCORE (100 POINTS):**

Depending on the National Objective to be met by the project, one of the following two mechanisms will be used to calculate the score for this category.

**1. National Objective = Benefit to Low- and Moderate-Income Persons:** 100 points maximum awarded according to the percentage of low- and moderate-income individuals to be served by the project. The total points given are computed as follows:

$$\text{National Objective Score} = \% \text{ Low/Mod Beneficiaries}$$

The point total is capped at 100 points or 100% low/moderate beneficiaries, i.e., a project with 100% or greater low/moderate beneficiaries will receive 100 points. Below 100% benefit to low/moderate-income persons, the formula calculation will apply.

**2. National Objective = Prevention or Elimination of Slums or Blight:** 100 points maximum awarded based on the characteristics listed below. The total points given are computed as follows:

\_\_\_ **National Objective Score = (Total of the points received in each category below)**

\_\_\_ The project site is a Brownfield. The State of Indiana defines a Brownfield as a parcel of real estate that is abandoned or inactive; or may not be operated at its appropriate use; and on which expansion, redevelopment, or reuse is complicated because of the presence or potential presence of a hazardous substance, a contaminant, petroleum, or a petroleum product that poses a risk to human health and the environment. Documentation of designation from Indiana Brownfields program required. (60 points)

\_\_\_ The building or district is listed on the Indiana or National Register of Historic Places\* (20 pts.)

\_\_\_ The building or district is eligible for listing on the Indiana or National Register of Historic Places\* (20 pts.)

\_\_\_ The building is on the Historic Landmarks Foundation of Indiana's "10 Most Endangered List" (20 pts.)

\*Project may either be listed on or eligible for listing on the Indiana or National Register of Historic Places. ***Both cannot be checked.***

**PROJECT DESIGN FACTORS (300 POINTS):**

300 points maximum awarded according to the evaluation in three areas:

**Project Description** – is the project clearly defined as to determine eligibility? – 50 points

**Project Need** - is the community need for this project clearly documented? – 125 points

**Financial Impact** - why is grant assistance necessary to complete this project? – 125 points

The points in these categories are awarded by the OCRA review team when evaluating the projects. **Applicants should address all Project Development Issues associated with their project type.** Applicants should work with their OCRA community liaison to identify ways to increase their project's scores in these areas.

### **COMMUNITY DISTRESS FACTORS (175 POINTS):**

Various factors are used to determine the distress of a community. IOCRA has partnered with Stats Indiana, an Indiana University entity to analyze and calculate the distress of Indiana's small cities, towns, counties and townships. Factors used to calculate the Community Distress points used for CDBG scoring include: Percentage of Households with Income under Poverty Level, Median Household Income, Percent of Housing Units that are Vacant, Median Home Value, Unemployment Rate, Labor Force Participation

Local government scores, which are updated and published annually, can be found at: [www.stats.indiana.edu](http://www.stats.indiana.edu).

### **LOCAL MATCH CONTRIBUTION (50 POINTS):**

A maximum of 50 points based on the percentage of local funds devoted to the project. This total is determined as follows:

$$\text{Total Match Points} = \% \text{ Eligible Local Match} \times 1$$

The points total is capped at 50 points or 50% match, i.e., a project with 50% match or greater will receive 50 points. Below 50% match, the formula calculation will apply.

Eligible local match can be local cash, debt or in-kind sources. Federal, state, and local government grants are considered eligible match. In-kind sources may provide eligible local match for the project. Use of in-kind donations as eligible match requires approval from the Indiana Office of Community and Rural Affairs, State CDBG Program manager, approximately 2 weeks prior to application submission (deadline will be announced each round).

### **LEVERAGING PHILANTHROPIC CAPITAL (25 POINTS):**

Points are assigned based on Philanthropic contribution as a percentage of total project costs.

- 0-½ % 0 pts
- ½ - 1 % 10 pts
- 1-1½% 15 pts
- 1 ½ -2% 20 pts
- 2%+ 25 pts

### **COMMUNITY FACILITY FUND (50 POINTS):**

A maximum of 50 points for the establishment of a (or documentation of existing) permanent Community Facility Fund, to be used for ongoing operation and maintenance activities.

- 0 points – under \$3,000 fund
- 25 points - \$3,000-\$5,000 fund
- 50 points - \$5,000 or higher fund

### **POINTS REDUCTION POLICY:**

It is the policy of OCRA not to fund more than one phase or component of a single project type in different funding rounds. If a community needs to phase a project in order to complete it, they should consider which phase would be most appropriate for CDBG assistance. Even if a community doesn't intentionally phase a project, OCRA will take into account previously awarded projects for the same project type. A community that has previously been awarded a grant for the same project type will likely not be competitive and will be subject to the following point reduction. This applies to all project types, although it is particularly relevant to utility projects. **0 – 7 years since previous funding – 50 pt. reduction**

**BLIGHT CLEARANCE PROGRAM (BCP)  
GRANT EVALUATION CRITERIA - 600 POINTS TOTAL**

Blight Clearance Program (BCP) clearance/demotion apps. must achieve a minimum score of 360 points to be eligible for award.

**COMMUNITY DISTRESS FACTORS (175 POINTS):**

Various factors are used to determine the distress of a community. IOCRA has partnered with Stats Indiana, an Indiana University entity to analyze and calculate the distress of Indiana's small cities, towns, counties and townships. Factors used to calculate the Community Distress points used for CDBG scoring include: Percentage of Households with Income under Poverty Level, Median Household Income, Percent of Housing Units that are Vacant, Median Home Value, Unemployment Rate, Labor Force Participation

Local government scores, which are updated and published annually, can be found at: [www.stats.indiana.edu](http://www.stats.indiana.edu).

**LOCAL MATCH CONTRIBUTION (50 POINTS):**

A maximum of 50 points based on the percentage of local funds devoted to the project. This total is determined as follows:

$$\text{Total Match Points} = \% \text{ Eligible Local Match} \times 1$$

The points total is capped at 50 points or 50% match, i.e., a project with 50% match or greater will receive 50 points. Below 50% match, the formula calculation will apply.

Eligible local match can be local cash, debt or in-kind sources. Federal, state, and local government grants are considered eligible match. In-kind sources may provide eligible local match for the project, but the amount that can be counted as local match is limited to 5% of the total project budget or a maximum of \$25,000. Use of in-kind donations as eligible match requires approval from the Indiana Office of Community and Rural Affairs, Grant Services Division approximately 2 weeks prior to application submission (deadline will be announced each round).

**PROJECT DESIGN FACTORS (300 POINTS):**

300 points maximum awarded according to the evaluation in three areas:

**Project Description** – is the project clearly defined as to determine eligibility? – 50 points

**Project Need** - is the community need for this project clearly documented? – 125 points

**Financial Impact** - why is grant assistance necessary to complete this project? – 125 points

The points in these categories are awarded by the OCRA review team when evaluating the projects. **Applicants should address all Project Development Issues associated with their project type.** Applicants should work with their OCRA community liaison to identify ways to increase their project's scores in these areas.

**IFA REGISTRY (25 POINTS):**

A maximum of 25 points awarded for projects listed on the IFA Brownfield registry (IFA program site number) which indicates prior involvement of the Indiana Brownfield Program.

**SITE DEVELOPMENT PLAN (50 POINTS):**

A maximum of 50 points will be awarded for projects that have a site development plan for the future use of the Brownfield site.

**POINTS REDUCTION POLICY:**

It is the policy of OCRA not to fund more than one phase or component of a single project type in different funding rounds. A Community that has previously been awarded a grant for the same project type will likely not be competitive and will be subject to the follow point reduction.

**0 – 7 years since previous funding – 50 pt. reduction**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM  
PROJECT DEVELOPMENT ISSUES (PDI)s**

The following requirements and guidelines are applicable to all CDBG programs in this round, unless otherwise noted.

**Eligibility:**

Eligible applicant – non-entitlement city, town or county

- Wastewater Drinking Water (WDW): Public Facilities (24 CFR 570.201(c))
- Stormwater Improvement Program (SIP): Public Facilities (24 CFR 570.201(c))
- Public Facilities Program (PFP): Eligible public facility activities (24 CFR 570.201(c))
- Blight Clearance Program (BCP): Eligible rehabilitation and preservation activities (24 CFR 570.202)

**National Objective:**

Area Wide LMI (51% minimum) based on  
HUD Census data or certified income  
survey

- (WDW) Wastewater
- (WDW) Drinking Water
- (SIP) Stormwater
- (PFP) Community/Youth Center
- (PFP) Daycare Center
- (PFP) Fire Station/EMS
- (PFP) Healthcare Center
- (PFP) Libraries (renovation and  
expansion)
- (PFP) Parks and Recreation
- (PFP) Social Services/Special Needs

Limited Clientele LMI (51% minimum),

- (PFP) ADA Accessibility (presumptive category)
- (PFP) Community/Youth Center
- (PFP) Daycare Center
- (PFP) Healthcare Center
- (PFP) Learning Centers
- (PFP) Senior Centers (presumptive category; users  
must be 62+ years)

Spot Slum and Blight

- (PFP) Historic Preservation
- (PFP) Libraries (renovation only)
- (BCP) Clearance/Demolition

**Regulatory Issues:**

- 1) Citizen Participation/Public Hearing requirements
- 2) Will/has the building be/been used for ineligible activities? (e.g. general government)
- 3) Does the project involve rehab of a facility built prior to 1978? (probable lead paint issues)
- 4) (PFP- Historic Preservation only) Site-specific address and legal description of a specific site is required in the unit of local government declaratory resolution.
- 5) (PFP- Historic Preservation only) Eligible activities restricted to: acquisition, clearance, relocation, historic preservation, and limited rehabilitation activities correcting conditions detrimental to public health/safety.
- 6) (BCP only) Site-specific address and legal description of a specific site is required in the unit of local government declaratory resolution. Not required to be in designated area-wide blighted area

**Benchmarks:**

- (WDW & SIP only) \$55 combined water/sewer/storm rates;
- (WDW & SIP only) For single utility, \$25 rate for water/\$30 rate for sewer
- (WDW & SIP only) Minimum \$5 gap on rate (difference between rates with and without WDW grant) using 4.5% APR, 20 years, 1.25 debt coverage, based upon 4,000 gallon consumption
- (PFP- Fire Stations only) ISO rating of 8 or higher

**Readiness:**

- Several items must be complete at the time of application. Please see Application for detailed information.
- For construction projects, see the following FEEPS:
  - Financing – match amount varies- all match documented
  - Engineering – preliminary design/cost estimates
  - Environmental Review
  - Permits- identify needed permits
  - Site Control
- (BCP only) Prerequisite: Comprehensive Site Redevelopment Program (CSRP)

## **PROJECT DEVELOPMENT ISSUES/NARRATIVE (For All CDBG Project Types)**

### **Project Description:**

- 1.) Give a detailed description, in non-technical terms, of the proposed project.
  - Type of project (Wastewater, Drinking Water, Community Center, Demolition, etc).
  - Total number of beneficiaries to be served. How was this determined?
  - How will the project affect LMI population(s) and/or the elimination of blight?
  - Is this an existing/rehabilitation, expansion, or new construction? If existing, please list age of facility, square footage, etc.
- 2.) If sub-recipient exists, please explain roles and responsibilities.
- 3.) If applicable, describe the partners/organizations committed to providing programs and services.
- 4.) Explain the scope of work, including any ineligible items.
- 5.) From PER, please provide in the Appendix:
  - Map of existing service area identifying affected areas
  - Detailed project area map, indicating locations of improvements
  - Alternatives and recommendations

### **Project Need:**

- 6.) What issues have occurred over the past 3-5 years (include frequency) that have resulted in this project becoming a community priority? Attach documentation in Appendix.
- 7.) What are the conditions of the existing facility (if applicable)? Please attach color pictures with captions and dates of current conditions (within the past 3-5 years).
- 8.) If project is an expansion, explain why it is necessary. Please include excerpts and attach documentation in Appendix.
- 9.) If applicable, what are the current/proposed uses of the building/facility including programs/services provided?
- 10.) If applicable, what is the number of persons currently/projected to use the facility on a daily/monthly/yearly basis? Reference survey results or other data to explain the current or projected need.
- 11.) If applicable, what are the current/proposed hours of operation, certified staff, staff training, and volunteer efforts needed?
- 12.) What is the impact to residents? What residential issues are currently being experienced? Relevant letters of need and other evidence of community need (max 7 pages) must be explained and cited.
- 13.) What are the health and safety issues that present a need for this project? Attach documentation in Appendix.
- 14.) What is the geographic region served? What is the distance to other nearby comparable facilities?
- 15.) Provide documentation of need from engineering study for this project. Explain how this project will significantly address need stated in planning phase. Will this project comprehensively address previous planning recommendations?

### **Financial Impact:**

- 16.) Explain all previous efforts to address this issue (including the funds used and manhours).
- 17.) Explain the sustainability and maintenance for this project.
- 18.) Explain all financial options investigated, and why this program is the best option for this project.
- 19.) Explain the local match package.
- 20.) Explain all fund balances for the applicant and the sub-recipient.
- 21.) Applicant: attach Cash & Investments Combined Statement, Tax Sheet, and Clerk/Treasurer's breakdown of Debt Report (in Appendix)
- 22.) Sub-recipient (if applicable): include income/expenses, current fund balances, debt explanation (in Appendix)



**ADDITIONAL PROJECT DEVELOPMENT ISSUES (By CDBG Project Type When Applicable)**

**PFP- Daycare Centers:**

- 1.) What is the number of children on the waiting list (Head Start or other)?
- 2.) Are rates affordable for LMI families? Are there spaces reserved for LMI children?
- 3.) Will the new facility meet the requirements for state licensing of daycares?

**PFP- Fire Stations:**

- 4.) How would ISO change with this improvement?
- 5.) A long-term fire protection contract must be included and cited.
- 6.) A 5-year run history must be explained and cited as it relates to this project (include breakout of various run types (medical, fire, rescue, etc)

**PFP- Healthcare Center:**

- 7.) Is this a medically underserved area? (provide documentation)

**PFP- Historic Preservation:**

- 8.) What is the history and importance of the building to the community?
- 9.) Does the proposed use of the building meet an important community need?
- 10.) What is the owner doing to restore the building?

**PFP- Libraries:**

- 12.) What is the number of cardholders (area-wide LMI requirement)? What is the trend for this data?
- 13.) What is the trend of circulation data? Have there been more users and/or more activity from existing users?

**BCP:**

- 14.) Explanation of site redevelopment planning and proposed uses after clearance?
- 15.) Previous planning studies and recommendations: PER, building plans, scaled drawings, cost estimates, feasibility studies, etc. (in Appendix)
- 16.) Documentation of blighted conditions (color pictures, etc) (in Appendix)

## COMMUNITY PERFORMANCE INDICATORS (CPIs)

It is the mission of the Office of Community and Rural Affairs to work with local, state and national partners to provide resources and technical assistance to aid communities in shaping and achieving their vision for economic development.

We believe that certain metrics, over time, are indicators of the economic vitality of communities, including:

- Gross Assessed Valuation
- Population Growth
- Public School Enrollment
- Educational Attainment
- Per Capita Personal Income

In an effort to encourage community conversations about these metrics, OCRA is now requiring communities to include a minimum of one of these metrics to be used as a benchmark in each grant application.

Applicants are asked to make a reasonable case for how the proposed project would improve one or more of these indicators in the area served by the proposed project.

Please answer **one or more** of the following questions in 500 characters or less (not counting spaces) for each question. Statistical references for each metric are in parenthesis:

- 1.) How will this project positively affect Gross Assessed Valuation (<http://www.in.gov/dlgf/files/ExemptionsDeductionsReport-2014.pdf>)
- 2.) How will this project positively affect Population Growth (<http://www.stats.indiana.edu/topic/population.asp>):
- 3.) How will this project positively affect Public School Enrollment ([http://www.stats.indiana.edu/dms4/new\\_dpage.asp?profile\\_id=315&output\\_mode=1](http://www.stats.indiana.edu/dms4/new_dpage.asp?profile_id=315&output_mode=1)):
- 4.) How will this project positively affect Educational Attainment ([http://www.stats.indiana.edu/dms4/new\\_dpage.asp?profile\\_id=302&output\\_mode=1](http://www.stats.indiana.edu/dms4/new_dpage.asp?profile_id=302&output_mode=1)):
- 5.) How will this project positively affect Per-capita Income ([http://www.bea.gov/iTable/index\\_regional.cfm](http://www.bea.gov/iTable/index_regional.cfm)):